

**Colorado Commission on Affordable Health Care**  
**Work Plan**  
**November 2015**

| Date          | Objectives/ Deliverables  | Actuals/Outcomes   |
|---------------|---|--|
| October 2014  | <ul style="list-style-type: none"> <li>Finalize and adopt by-laws.</li> <li>Review and finalize revisions to Conflict of Interest Statement (COI).</li> <li>Initial review and discussion of statutory duties and staffing needs necessary for completion of duties.</li> </ul> | <ul style="list-style-type: none"> <li>Completed and adopted by-laws</li> <li>COI statement given to members for execution.</li> <li>Directive for Planning Committee to seek and interview appropriate staff necessary to fulfill the Commission's work.</li> </ul>   |
| November 2014 | <ul style="list-style-type: none"> <li>Collect all completed COI disclosures forms from Commissioners.</li> <li>Review and finalize SOW and timeline.</li> <li>Commission discussion on staffing plan and necessary resources.</li> </ul>                                       | <ul style="list-style-type: none"> <li>Completed COI from all Commissioners.</li> <li>Draft scope of work and timeline developed.</li> </ul>   |
| December 2014 | <ul style="list-style-type: none"> <li>Finalize working budget.</li> <li>Commission approval of staff recommendations.</li> <li>Elect permanent Officers.</li> </ul>  | <ul style="list-style-type: none"> <li>Scope of work developed for consultants/ staff.</li> <li>RFI released and responses collected.</li> </ul>   |
| January 2015  | <ul style="list-style-type: none"> <li>Interview and select appropriate staff.</li> <li>Elect permanent officers</li> </ul>   | <ul style="list-style-type: none"> <li>Interviews with consultants/ staff chosen.</li> <li>Staff recommendations made by committee and scheduled to be presented at February Commission meeting.</li> <li>Permanent officers selected for the Commission.</li> </ul>   |
| February 2015 | <ul style="list-style-type: none"> <li>Transition administrative duties to staff.</li> <li>Review and discuss draft working budget.</li> </ul>  | <ul style="list-style-type: none"> <li>Creation of three committees – planning, communications/liaison, and research. Chairs and membership of committees selected.</li> <li>The Commission approved a draft budget, recognizing the need to make revisions as the committees identify additional needs; the Commission will also need to explore additional funding sources.               <ul style="list-style-type: none"> <li>The Planning Committee was given authority to initiate grants with signatory responsibility given to the chair and</li> </ul> </li> </ul> |

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|            |   | vice-chair of the Commission.  |
| March 2015 | <ul style="list-style-type: none"> <li>• Develop a mechanism/ framework to prioritize work of the Commission.</li> <li>• Create a draft schedule for statewide Congressional District meetings.</li> <li>• Identify gaps in data and information resources.</li> <li>• Identify communications and outreach needs.</li> </ul>   | <ul style="list-style-type: none"> <li>• Defined filters for recommendations (actionable, measurable, impacts public systems and private markets, and drivers of absolute cost/ rates of cost).</li> <li>• Draft of plan for statewide meetings shared with Commissioners to ensure a quorum at meetings.</li> <li>• Protocols adopted for disseminating and collecting information from the public that is accessible to Commissioners and shareable with the public.</li> <li>• Protocols adopted for the creation of subcommittees and membership of those subcommittees.</li> </ul>  |
| April 2015 | <ul style="list-style-type: none"> <li>• Discussion on working definitions and identifying regional cost drivers.</li> <li>• Start to identify the right Colorado and national speakers to address cost for the Commission. <ul style="list-style-type: none"> <li>○ Identify presentations for the May Commission meeting.</li> <li>○ Develop an understanding of what is being done in Colorado related to cost.</li> </ul> </li> <li>• Develop key talking points for leadership on the charge and work of the Commission.</li> <li>• Develop a Colorado Commission for Affordable Health Care webpage.</li> <li>• Develop a sustainable funding plan for Commission.</li> <li>• Make meetings more accessible with online tools.</li> <li>• Develop draft itinerary and agenda for the statewide meetings.</li> </ul> | <ul style="list-style-type: none"> <li>• Developed working definitions on cost and spending related to the charge of the Commission.</li> <li>• Working with SIPA to develop a Colorado Commission for Affordable Health Care webpage.</li> <li>• Met with Colorado funders to gauge interest in funding the work of the Commission.</li> <li>• Broadcast the meeting publically using technology available at Regis. Will begin using ReadyTalk in May allowing people to join meeting remotely.</li> <li>• Developed a questionnaire for stakeholders to provide input on what they see as the drivers and efforts related to cost.</li> </ul> |
| May 2015   | <ul style="list-style-type: none"> <li>• Develop a draft communications and outreach plan.</li> <li>• Identify and assess existing information resources including reports, studies, work, Blue Ribbon Commission, Accountable</li> </ul>   | <ul style="list-style-type: none"> <li>• Developed a draft communications and outreach plan to key legislative leadership.</li> <li>• Identified and assessed existing information resources including reports,</li> </ul>   |

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|      | <p>Care Collaborative.</p> <ul style="list-style-type: none"> <li>• Understand Colorado efforts related to cost containment.</li> <li>• Discussion of delivery and payment system innovations.</li> <li>• Develop draft outline for November report</li> </ul> <p>Communications Committee:</p> <ul style="list-style-type: none"> <li>• Prepare a specific legislative outreach plan to contact and inform the key legislative leadership of the work of the Commission (overall plan, progress to date, etc.)</li> <li>• Develop Committee protocols on outreach to legislators.</li> <li>• Define policies and procedures for managing communications for different stakeholders including the public, public officials and the media.</li> <li>• Review and update the Committee's Charter, if necessary.</li> <li>• Develop a budget narrative for the Committee's work (with a range of basic/minimum and optimal) so that the overall Commission budget can be finalized.</li> <li>• Draft outline for November report presented to Commission for approval.</li> </ul> <p>Research Committee:</p> <ul style="list-style-type: none"> <li>• Review the original Charge for the Committee to confirm it is still relevant</li> <li>• Build a specific, written framework for the next six months including a timeline and benchmarks for measuring progress.</li> <li>• Provide the Planning Committee with your financial needs (two levels; minimum and desired/optimal) so that the budget can be finalized</li> <li>• Identify framework for discussion topics to be held at meeting for committee learning – questions, articles, criteria</li> <li>• Create a record of articles – related to research (document/ evaluation form) – content, strengths, weaknesses</li> </ul> | <p>studies, work, Blue Ribbon Commission, Accountable Care Collaborative.</p> <ul style="list-style-type: none"> <li>• CHI and CIVHC presented on Colorado efforts related to cost containment.</li> <li>• Developed a draft outline for November report, reviewed by all committees and presented to the Board on June 8.</li> <li>• Developed protocols and key talking points on the work of the Commission.</li> <li>• Identified committee budget needs to further refine Commission budget.</li> <li>• Identified key topic areas and timeline for Research Committee analysis.</li> <li>• Created a Dropbox file to store articles that inform the topic conversations.</li> <li>• Began development of content for new website.</li> </ul> |

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|           | <ul style="list-style-type: none"> <li>Research Committee to review the topic of transparency and develop recommendations for the Commission</li> </ul>  |   |
| June 2015 | <ul style="list-style-type: none"> <li>Build a media contact list and a list of talking points for the media</li> <li>Create a media and legislative contact strategy</li> </ul> <p>Research Committee:</p> <ul style="list-style-type: none"> <li>Review health care spending data and provide a list of revisions or additional data needed</li> <li>Review and synthesize cost/ spending driver priority areas to be reported to the Commission on with related data points</li> </ul>  | <ul style="list-style-type: none"> <li>Media and legislative outreach lists, strategy, and talking points created and shared</li> <li>Presented on the topic of transparency to the research committee</li> <li>Discussed the document related to spending by service area with the research committee to identify direction of future data needs. Identification of the questions trying to answer</li> </ul>  |
| July 2015 | <ul style="list-style-type: none"> <li>Send out stakeholder questionnaire with a deadline for response by September 2015</li> <li>Website for the Commission launches</li> <li>Identify potential speakers for future meetings</li> </ul> <p>Communications Committee:</p> <ul style="list-style-type: none"> <li>Develop key talking points to inform the media of the need for Colorado to address the cost of care in our state</li> <li>Develop a strategic response plan to address issues that arise including responding to complaints, addressing incorrect information, and crisis communication.</li> </ul> <p>Research Committee:</p> <ul style="list-style-type: none"> <li>Have CHI present to Research Committee spending by payer to inform the Committee</li> <li>Research Committee discuss workforce topic to develop recommendations</li> </ul> | <ul style="list-style-type: none"> <li>Legislative outreach priorities identified <ul style="list-style-type: none"> <li>Commissioner legislative point people identified (Elisabeth Arenales and Cindy Sovine Miller)</li> </ul> </li> <li>Website launched – <a href="http://www.colorado.gov/cocostcommission">www.colorado.gov/cocostcommission</a></li> <li>Commission structure revised <ul style="list-style-type: none"> <li>Operate as Commission of the Whole and meet two times a month – 2<sup>nd</sup> Monday and 4<sup>th</sup> Friday of the month</li> <li>Research and communication committees dissolved</li> </ul> </li> <li>Reviewed spending data by payer at the Research Committee</li> <li>Reviewed spending data by service area at the Commission</li> <li>Identified topic areas for discussion related to spending data to be covered by the Commission – presentation on the connection of spending to topic areas</li> <li>Stakeholder questionnaire distributed and posted on the webpage</li> </ul> |

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| August 2015    | <ul style="list-style-type: none"> <li>• Present transparency topic to the Commission development of recommendations</li> <li>• Identify buckets of focus for discussion on workforce</li> <li>• Work with CHI, CIVHC and others to identify data sources and how it can inform the work</li> <li>• Discuss development of advisory committee and how could be best used by Commission in the development of recommendations</li> <li>• Identify items to be included in November report to the General Assembly.</li> </ul> | <ul style="list-style-type: none"> <li>• Topic of transparency reviewed by Commission and draft recommendations developed as well as identified other issues for potential review if time and resources allow               <ul style="list-style-type: none"> <li>a. Presentation and draft recommendations available on the website</li> </ul> </li> <li>• Focus areas identified for workforce presentation in September</li> <li>• Draft outline for November report developed and shared with Commission</li> </ul>  |
| September 2015 | <ul style="list-style-type: none"> <li>• Present workforce topic to the Commission and development of recommendations</li> <li>• Follow up on transparency</li> <li>• Stakeholder presentations</li> <li>• Discussion of items to be included in November report to the General Assembly.</li> </ul>   | <ul style="list-style-type: none"> <li>• Topic of workforce reviewed by Commission and draft recommendations developed as well as identified other issues for potential review if time and resources allow.               <ul style="list-style-type: none"> <li>a. Presentation of the Commission and CDPHE available on the website</li> </ul> </li> <li>• Reviewed and revised potential recommendations and parking lot issues related to transparency and workforce</li> <li>• Outline for the November report approved as well as a timeline for the review schedule of the report was shared with Commissioners</li> </ul>   |
| October 2015   | <ul style="list-style-type: none"> <li>• Present payment and delivery reform topic to the Commission and development of recommendations</li> <li>• Follow up on past topics</li> <li>• Review and Finalize initial report for the General Assembly</li> <li>• Stakeholder presentations</li> </ul>   | <ul style="list-style-type: none"> <li>• Topic of payment and delivery reform were reviewed by Commission. Presentations made at both meetings in October               <ul style="list-style-type: none"> <li>a. Presentations available on the website</li> </ul> </li> <li>• Reviewed and revised potential recommendations and parking lot issues related to transparency and workforce</li> <li>• A matrix of stakeholder responses to the questionnaire was shared with Commissioners to identify and align potential stakeholder presentations with topic areas</li> <li>• Reviewed the Milliman report on copays and rehab</li> <li>• Draft November report shared with Commissioners for feedback and</li> </ul> |

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|               |   | comments         |
| November 2015 | <ul style="list-style-type: none"> <li>Initial report submitted to the General Assembly including (but not limited to):               <ul style="list-style-type: none"> <li>Commission Organization</li> <li>By-Laws, COI and SOW</li> <li>All deliverables</li> <li>Overview of Listening Tour</li> <li>Progress on definitions and timeline for 2016/17 action plan.</li> </ul> </li> <li>Present market competitiveness topic to the Commission and development of recommendations</li> <li>Identify buckets of focus for discussion on social determinants of health</li> <li>Follow up on past topics</li> <li>Stakeholder presentations</li> </ul> |                  |
| December 2015 | <ul style="list-style-type: none"> <li>Discussion on principle cost drivers, statewide and regional, for businesses and their employees, government and individuals who purchase their own insurance.</li> <li>Identify gaps in data and information resources relevant to duties assigned to the Commission.</li> <li>Stakeholder presentations</li> <li>Identify and examine the cost drivers each of the Congressional Districts have in common.</li> <li>Identify and examine the cost drivers unique to each District.</li> </ul>  |                  |
| January 2016  | <ul style="list-style-type: none"> <li>Present regulatory costs topic to the Commission and development of recommendations</li> <li>Identify buckets of focus for discussion on administrative costs</li> <li>Stakeholder presentations</li> <li>Ongoing review of past topics</li> <li>Workgroup formation on topics</li> </ul>  |                  |

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| February 2016 | <ul style="list-style-type: none"> <li>• Present administrative costs topic to the Commission and development of recommendations</li> <li>• Identify buckets of focus for discussion on technology</li> <li>• Stakeholder presentations</li> <li>• Ongoing review of past topics</li> </ul>  |                  |
| March 2016    | <ul style="list-style-type: none"> <li>• Begin Statewide Meetings Round 1 – receive public input from local stakeholders and experts on cost drivers specific to regions. Meetings in Colorado Springs, La Junta, Alamosa, Summit County, and Grand Junction (Congressional Districts 2, 3, 4 and 5).</li> <li>• Present technology topic to the Commission and development of recommendations</li> <li>• Identify buckets of focus for discussion on incentive mechanism</li> <li>• Stakeholder presentations</li> <li>• Ongoing review of past topics</li> </ul> |                  |
| April 2016    | <ul style="list-style-type: none"> <li>• Stakeholder presentations</li> <li>• Statewide meetings continued – receive public input from local stakeholders and experts on cost drivers specific to regions. Meetings in Colorado Springs, La Junta, Alamosa, Summit County, and Grand Junction (Congressional Districts 2, 3, 4 and 5).</li> <li>• Present incentive mechanisms topic to the Commission and development of recommendations</li> <li>• Ongoing review of past topics</li> </ul>  |                  |
| May 2016      | <ul style="list-style-type: none"> <li>• Statewide meetings continued – receive public input from local stakeholders and experts on cost drivers specific to regions. Meetings in Colorado Springs, La Junta, Alamosa, Summit County, and Grand Junction (Congressional Districts 2,</li> </ul>  |                  |

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|             | <p>3, 4 and 5).</p> <ul style="list-style-type: none"> <li>Launch stakeholder work groups to meet monthly on Commission's preliminary recommendations:               <ol style="list-style-type: none"> <li>Transparency</li> <li>Workforce</li> <li>Social Determinants</li> <li>Incentive Mechanisms</li> <li>Regulatory Costs</li> <li>Administrative Costs</li> <li>Payment and delivery reform</li> <li>Market Competitiveness</li> <li>Technology</li> </ol> </li> </ul>  |                  |
| June 2016   | <ul style="list-style-type: none"> <li>Statewide meetings concluded – receive public input from local stakeholders and experts on cost drivers specific to regions. Meetings in Colorado Springs, La Junta, Alamosa, Summit County, and Grand Junction (Congressional Districts 2, 3, 4 and 5).</li> <li>Guest Speaker and/or stakeholder panel on Transparency</li> <li>Ongoing workgroup discussion and review of recommendations</li> <li>Deep dive into recommendations on Transparency</li> <li>Ongoing review of past topics</li> </ul> |                  |
| July 2016   | <ul style="list-style-type: none"> <li>Guest Speaker and/or stakeholder on Workforce</li> <li>Monthly workgroup discussions and review of recommendations.</li> <li>Deep Dive into recommendations on Workforce.</li> <li>Ongoing review of past topics.</li> </ul>   |                  |
| August 2016 | <ul style="list-style-type: none"> <li>Guest Speaker and/or stakeholder panel on Social Determinants</li> <li>Monthly workgroup discussions and review of</li> </ul>  |                  |



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|                | <ul style="list-style-type: none"> <li>recommendations.</li> <li>• Deep Dive into recommendations on Social Determinants.</li> <li>• Ongoing review of past topics.</li> </ul>   |                  |
| September 2016 | <ul style="list-style-type: none"> <li>• Guest Speaker and/or stakeholder panel on Regulatory Costs</li> <li>• Monthly workgroup discussions and review of recommendations.</li> <li>• Deep Dive into recommendations on Regulatory Costs</li> <li>• Ongoing review of past topics.</li> </ul>                       |                  |
| October 2016   | <ul style="list-style-type: none"> <li>• Guest Speaker and/or stakeholder panel on Administrative Costs.</li> <li>• Monthly workgroup discussions and review of recommendations.</li> <li>• Deep Dive into recommendations on Administrative Costs</li> <li>• Ongoing review of past topics.</li> </ul>              |                  |
| November 2016  | <ul style="list-style-type: none"> <li>• Second annual report for legislature to be presented in November including statewide meetings, stakeholder and work group feedback and preliminary recommendations.</li> </ul>  |                  |
| December 2016  | <ul style="list-style-type: none"> <li>• Guest Speaker and/or stakeholder panel on Payment and Delivery Reform</li> <li>• Monthly workgroup discussions and review of recommendations.</li> <li>• Deep Dive into recommendations on Payment and Delivery Reform</li> <li>• Ongoing review of past topics.</li> </ul> |                  |
| January 2017   | <ul style="list-style-type: none"> <li>• Guest Speaker and/or stakeholder panel on Market Competitiveness.</li> <li>• Monthly workgroup discussions and review of recommendations.</li> <li>• Deep Dive into recommendations on Market Competitiveness.</li> </ul>   |                  |

| Date          | Objectives/ Deliverables   | Actuals/Outcomes |
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|               | <ul style="list-style-type: none"> <li>Ongoing review of past topics.</li> </ul>   |                  |
| February 2017 | <ul style="list-style-type: none"> <li>Guest Speaker and/or stakeholder panel on Technology.</li> <li>Monthly workgroup discussions and review of recommendations.</li> <li>Deep Dive into recommendations on Technology.</li> <li>Ongoing review of past topics.</li> </ul> |                  |
| March         | <ul style="list-style-type: none"> <li>Discussion of any other recommendations.</li> <li>Review of all recommendations</li> <li>Wrap up stakeholder workgroups, present final conclusions.</li> </ul>  |                  |
| April 2017    | <ul style="list-style-type: none"> <li>Begin Statewide Meetings Round 2 – Present final recommendations and solicit feedback. Meetings in Colorado Springs, La Junta, Alamosa, Summit County, and Grand Junction (Congressional Districts 2, 3, 4 and 5).</li> </ul>         |                  |
| May 2017      | <ul style="list-style-type: none"> <li>Continue Statewide Meetings Round 2 – Present final recommendations and solicit feedback. Meetings in Colorado Springs, La Junta, Alamosa, Summit County, and Grand Junction (Congressional Districts 2, 3, 4 and 5).</li> </ul>      |                  |
| June 2017     | <ul style="list-style-type: none"> <li>Conclude Statewide Meetings Round 2 – Present final recommendations and solicit feedback. Meetings in Colorado Springs, La Junta, Alamosa, Summit County, and Grand Junction (Congressional Districts 2, 3, 4 and 5).</li> </ul>      |                  |
| July 2017     | <ul style="list-style-type: none"> <li>Review feedback from statewide meetings, deliberate on any changes.</li> <li>Finalize legislative recommendations.</li> </ul>   |                  |
| August        | <ul style="list-style-type: none"> <li>Review feedback from statewide meetings, deliberate on any changes.</li> </ul>  |                  |

| Date           | Objectives/ Deliverables   | Actuals/Outcomes |
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|                | <ul style="list-style-type: none"> <li>Finalize legislative recommendations.</li> </ul>  |                  |
| September 2017 | <ul style="list-style-type: none"> <li>Final Report complete.</li> <li>Recommendations delivered to the legislature</li> </ul> |                  |

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